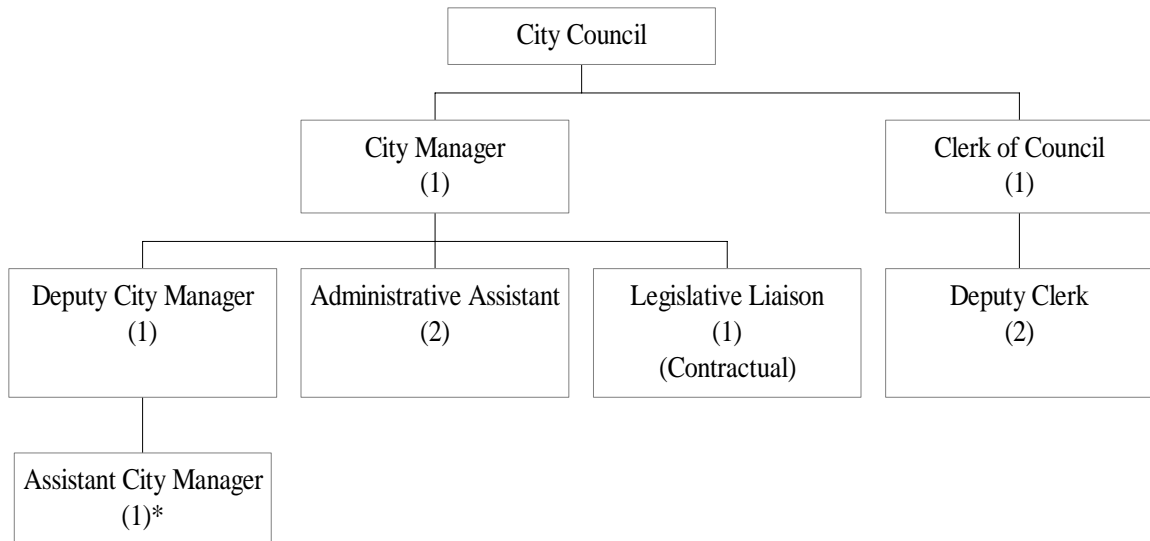




Council Manager Offices



** Funding for this position deferred in FY 2003 and FY 2004*



Council Manager Offices. Consists of the City Council, Clerk of Council, City Manager and Legislative Liaison. The Council is the City's legislative body elected to accomplish City Charter-prescribed responsibilities. The Clerk is appointed by City Council to maintain and preserve the official records of City Council proceedings. The City Manager is the City's chief administrative officer who oversees the day to day operations of the City and who studies and proposes solutions for community needs and programs; prepares the annual budget; interprets City Council actions for operating departments, outside organizations, and citizens; and provides leadership in executing Council policies. The Legislative Liaison assists the City in developing the City's Legislative Agenda and promotes that agenda before the General Assembly.

BUDGET SUMMARY

	*Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	10	8	8	8	8
Total FTE Positions	10	8	8	8	8
Salaries	533,648	440,534	457,134	455,202	475,626
Employee Benefits	143,931	108,653	108,653	112,393	115,173
Contractual Services					
Maintenance and Repair	375	0	0	0	0
Professional Services	0	67,620	67,680	80	80
Printing and Binding Services	427	1,500	3,130	2,130	2,130
Advertising and Public Relations Services	7,471	5,400	5,400	6,700	6,700
Miscellaneous Contractual Services	59,090	16,000	70	67,920	74,920
Internal Services					
Copier Services	7,587	0	0	0	0
Other Charges					
Supplies and Materials	6,673	10,565	11,167	10,020	10,020
Travel and Training	23,187	33,400	32,400	31,900	29,900
Telecommunications	4,193	5,316	4,716	4,480	4,480
Postage and Mailing	1,012	1,100	1,134	1,174	1,174
Dues & Memberships	35,506	38,902	38,902	44,278	40,008
Courtesies to Guests	4,902	2,500	940	1,000	1,000
Miscellaneous Supplies & Materials	31,206	880	880	800	800
Capital Outlay	701	0	0	0	0
TOTAL	\$859,909	\$732,370	\$732,206	\$738,077	\$762,011

*Includes Fiscal Planning Budget and Strategic Planning Unit



Council/Manager Budget Description

The Proposed FY 2004 Council/Manager budget of \$738,077 represents a 0.78% increase of \$5,707 as compared to the Adopted FY 2003 budget of \$732,370.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ 5% increase in Salaries to cover reclassification of one employee.
- ◆ Decrease in Professional/Contractual Services due to new Chart of Accounts reallocation of funds.
- ◆ Increase in advertising reflecting costs for legal notices.
- ◆ Increase in Dues & Memberships to cover costs for National League of Cities and TransDominion Express dues.
- ◆ \$800 in Minor Equipment Addition/Replacement for new printer to replace five year old printer.

The department requested \$739,389.

Major items requested not proposed for funding include:

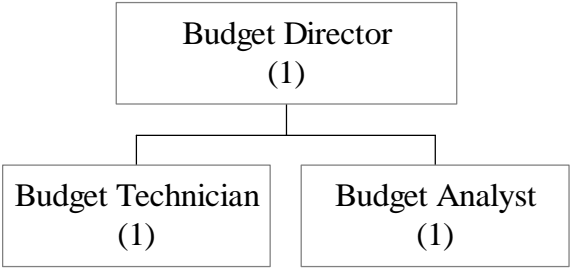
- ◆ \$600 reduction in Minor Equipment Addition/Replacement.

The Proposed FY 2004 Council/Manager budget was adopted with the following changes:

- ◆ \$23,204 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.
- ◆ \$13,300 increase to supplement grant for Special Assistant to Safe Neighborhoods
- ◆ \$7,000 increase for Legislative Liaison.
- ◆ \$2,000 decrease in Travel and Training reflecting the elimination of travel funds for National League of Cities Conference.
- ◆ \$4,270 decrease in National League of Cities Membership.



Budget Office





Budget Office. The City's annual operating budget and capital improvement program are the two most important financial documents for planning and managing City government affairs. This Office assists City departments, agencies and citizens with budget matters and questions; as well as preparing and managing both the operating budget and capital improvement programs. Also, the Office provides research, data compilation and various management reports related to budgetary matters.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	3	3	3	3	3
Total FTE Positions	3	3	3	3	3
Salaries	\$114,972	\$126,288	\$126,288	\$126,282	\$128,808
Employee Benefits	35,087	36,188	36,188	37,870	38,449
Contractual Services					
Printing and Binding Services	0	0	0	1,500	1,500
Advertising and Public Relations Services	536	0	0	0	0
Contractual Services - Software Purchases	0	1,000	1,000	0	0
Internal Services					
Copier Expenses	5,030	0	0	0	0
Other Charges					
Supplies and Materials	6,333	8,500	9,247	2,800	2,800
Travel and Training	1,748	5,000	5,000	5,000	5,000
Telecommunications	0	50	50	50	50
Postage and Mailing	70	600	600	250	250
Dues & Memberships	0	225	225	230	230
Courtesies to Guests	0	200	200	150	150
Miscellaneous	575	0	0	0	0
TOTAL	\$164,351	\$178,051	\$178,798	\$174,132	\$177,237

Budget Description

The Proposed FY 2004 Budget Office budget of \$174,132 represents a 2.20% decrease of \$3,919 as compared to the Adopted FY 2003 budget of \$178,051.

Significant changes introduced in the Requested FY2004 budget include:

- ◆ \$2,000 increase in Minor Equipment to replace a six year old laptop.
- ◆ \$3,700 decrease in Supplies and Materials due to Chart of Accounts reallocation of funds and savings printing annual budget book.

The Department requested \$176,132.

Major items requested not proposed for funding include:

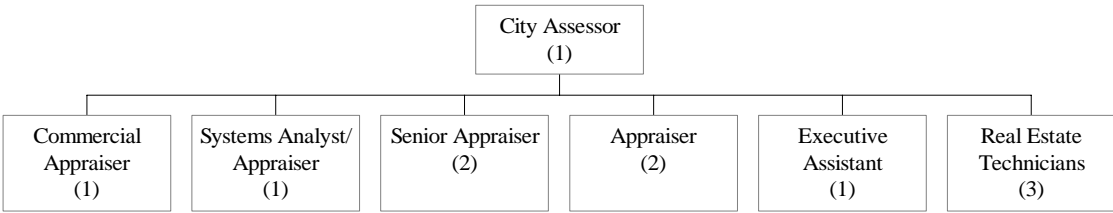
- ◆ \$2,000 increase in Minor Equipment to replace a six year old laptop. Laptop replacement should be covered by Information Technology PC Replacement schedule.

The Proposed FY 2004 Budget Office budget was adopted with the following changes:

- ◆ \$3,105 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



City Assessor





City Assessor. Maintains and updates ownership and physical characteristic records for approximately 29,000 property parcels and provides assessments for the properties. New construction and additions to properties are recorded and valued by the appraisers. The City Assessor also administers the Land Use Program and the Rehabilitated Exemption Program. The office provides assistance to the public, other city departments, and various local, state and federal agencies. This division has a wealth of information and resources that are utilized by those in the real estate profession and related fields.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	11	11	11	11	11
Total FTE Positions	11	11	11	11	11
Salaries	\$405,992	\$454,755	\$454,755	\$463,207	\$471,728
Employee Benefits	123,162	125,672	125,672	133,190	135,141
Contractual Services					
Maintenance and Repair	0	1,500	1,500	1,500	1,500
Advertising and Public Relations Services	64	750	750	750	750
Miscellaneous Contractual Services	21,680	15,500	67,550	15,500	15,500
Other Charges					
Supplies and Materials	13,870	8,820	8,820	6,975	6,975
Travel and Training	9,215	11,365	11,365	11,365	11,365
Telecommunications	1,279	1,338	1,338	1,338	1,338
Postage and Mailing	608	10,096	10,096	10,096	10,096
Dues & Memberships	1,976	2,004	2,004	2,004	2,004
Miscellaneous	8,727	2,700	2,700	2,550	2,550
Capital Outlay	14,298	0	0	0	0
TOTAL	\$600,871	\$634,500	\$686,550	\$648,475	\$658,947

Budget Description

The Proposed FY 2004 City Assessor budget of \$648,475 represents a 2.20% increase of \$13,975 as compared to the Adopted FY 2003 budget of \$634,500.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$8,452 increase in Salaries due to Appraisers qualifying for career ladder advancement.
- ◆ \$7,518 increase in Employee Benefits due to rising cost of health and dental insurance.
- ◆ \$570 decrease in Supplies & Materials achieved through cost saving measures.

The department requested \$649,900.

Major items requested not proposed for funding include:

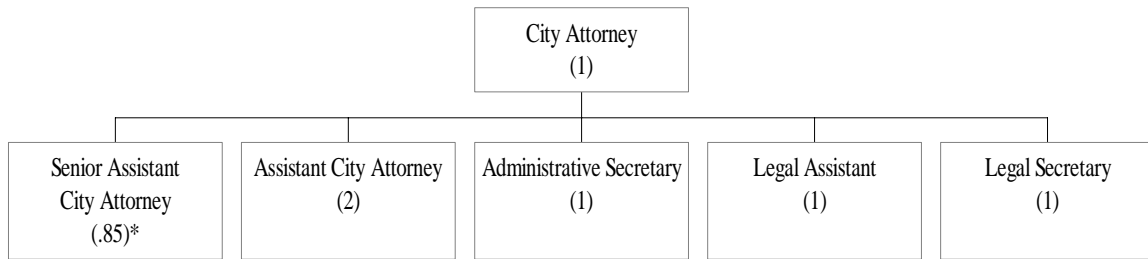
- ◆ \$475 reduction in Office Supplies based on prior spending pattern.
- ◆ \$800 reduction in Minor Equipment based on prior spending pattern.
- ◆ \$150 reduction in Miscellaneous Other Charges based on year-to-date spending pattern.

The Proposed FY 2004 City Assessor budget was adopted with the following changes:

- ◆ \$10,472 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



City Attorney



**.15 FTE assigned to Risk Management budget*



City Attorney. Provides legal services to City Council, the City Manager, City departments and agencies as well as the Lynchburg School Board. Services include rendering formal and informal opinions; recommending appropriate legal changes in the City Code, regulations and policies; advising of changes in law which affect the City; drafting ordinances, resolutions, Charter revisions, proposed legislation, contracts, deeds, leases and other legal documents; handling real estate matters, including necessary title examinations, negotiations and closings; prosecuting and defending lawsuits on behalf of the City; supervising the City's Risk Management activities and the Self-Insurance Plan; reviewing bills which concern the City; and helping coordinate the activities of the City before the General Assembly.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	6.85	6.85	6.85	6.85	6.85
Total FTE Positions	6.85	6.85	6.85	6.85	6.85
Salaries	\$335,993	\$344,468	\$344,468	\$339,414	\$346,167
Employee Benefits	96,376	94,651	94,651	98,010	99,557
Contractual Services					
Professional Services	3,000	36,200	41,200	3,000	3,000
Internal Services					
Copier Services	1,206	0	0	0	0
Other Charges					
Supplies and Materials	18,850	21,088	21,088	22,588	22,588
Travel and Training	6,700	8,369	8,369	8,369	8,369
Telecommunications	1,191	1,320	1,320	1,320	1,320
Postage and Mailing	292	408	408	450	450
Dues & Memberships	2,440	2,825	2,825	1,985	1,985
Capital Outlay	0	1,900	1,900	0	0
TOTAL	\$466,048	\$511,229	\$516,229	\$475,136	\$483,436

Budget Description

The Proposed FY 2004 City Attorney budget of \$475,136 represents a 7.06% decrease of \$36,093 as compared to the Adopted FY 2003 budget of \$511,229.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ 8% increase to cover books and publications.
- ◆ \$33,200 reduction in Contractual Services due to removal of one time retainer fees.

The department requested \$485,051.

Major items requested not proposed for funding include:

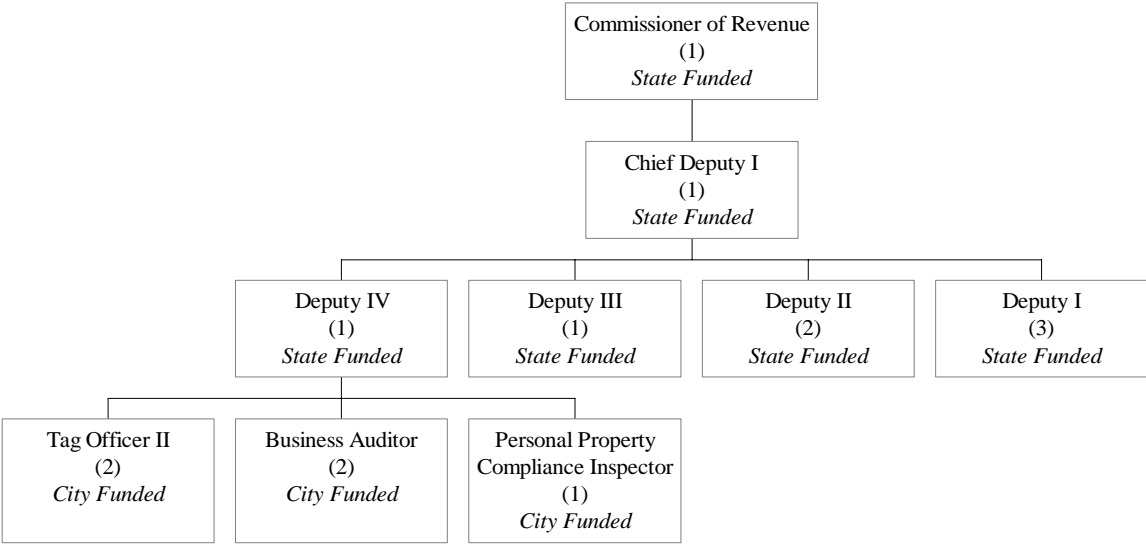
- ◆ \$2,903 reduction in Books & Subscriptions based on excessive prior spending pattern.
- ◆ \$1,824 reduction in Telecommunications expenses based on prior spending pattern.
- ◆ \$94 reduction in Postage based on prior spending pattern.

The Proposed FY 2004 City Attorney budget was adopted with the following changes:

- ◆ \$8,300 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Commissioner of Revenue



* Funding for one Deputy II position deferred in FY 2004.



Commissioner of Revenue. A State Constitutional Office. Elected by City residents, the Commissioner assesses personal property, machinery/tools, business/professional licenses, bank stock tax, public service corporations, meals, lodging, amusement and income taxes. The Commissioner prepares and audits State income tax returns, administers tax relief for the elderly, furnishes information on local and State tax issues, and maintains the automotive decal file.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	5	5	5	5	5
State Funded Positions	9	9	9	9	9
Total FTE Positions	14	14	14	14	14
Salaries	\$407,192	\$439,925	\$452,565	\$412,805	\$419,339
Employee Benefits	130,993	131,134	131,552	139,625	141,121
Contractual Services					
Printing and Binding Services	833	1,000	1,000	0	0
Advertising and Public Relations Services	1,606	3,000	3,000	1,700	1,700
Miscellaneous Contractual Services	11,350	2,500	2,500	6,000	6,000
Internal Services					
Information Technology	92	0	0	0	0
Other Charges					
Supplies and Materials	22,886	16,075	16,075	16,975	16,975
Travel and Training	5,913	4,000	4,000	4,000	4,000
Telecommunications	1,832	2,040	2,040	2,040	2,040
Postage and Mailing	20,170	21,300	21,300	20,700	20,700
Dues & Memberships	680	300	300	300	300
Miscellaneous	0	0	49,897	0	0
Rentals and Leases	7,502	5,241	5,241	5,241	5,241
Capital Outlay	20,025	1,500	1,500	0	0
TOTAL	\$631,074	\$628,015	\$690,970	\$609,386	\$617,416
Less Revenues from the Commonwealth	(\$170,448)	(\$173,423)	(\$157,087)	(\$157,087)	(\$157,087)
TOTAL CITY COST	\$460,626	\$454,592	\$533,883	\$452,299	\$460,329

Budget Description

The Proposed FY 2004 Commissioner of Revenue budget of \$609,386 represents a 2.97% decrease of \$18,629 as compared to the Adopted FY 2003 budget of \$628,015.

No significant changes were introduced in the Requested FY 2004 budget.

The department requested \$636,270.

Major items requested not proposed for funding include

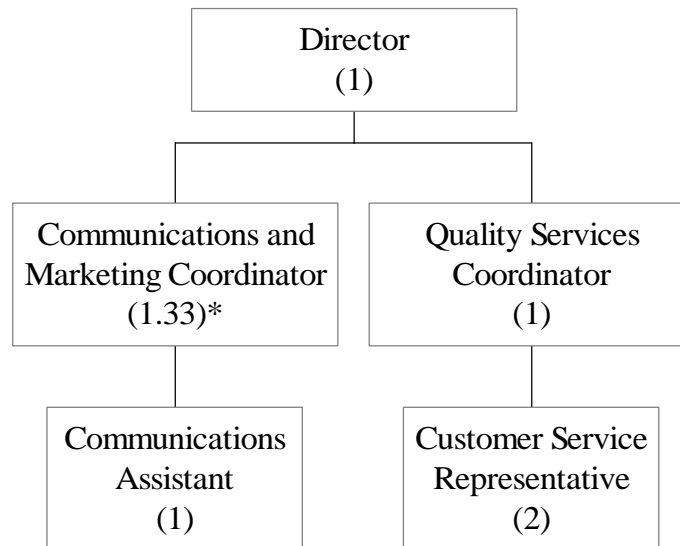
- ◆ \$26,884 reduction in Salaries reflecting the budgeting of a vacant position at zero.

The Proposed FY 2004 Commissioner of Revenue budget was adopted with the following changes:

- ◆ \$8,030 increase in Salaries and Benefits reflecting a two percent general salary increase.



Communications and Marketing
(including Citizens First Customer Service Center)



**One position shared among three departments:*

.33 FTE position assigned to Communications and Marketing

.33 FTE position assigned to Waste Management

.34 FTE position assigned to Utilities (Water Fund)



Communications and Marketing. Focuses on proactive communication with City Council, citizens, employees, and others. Efforts are concentrated on communication counseling and assistance for departments and staff, media relations as well as neighborhood, business, Internet/Intranet, Cable Channel 6 and employee communications.

Citizens First Customer Service Center. The mission of the Center is to ensure that each citizen interaction results in satisfaction through the provision of accurate, timely and easily understood information. The Center assists with the collection and analysis of statistical data regarding citizens needs, organizational response and overall satisfaction levels to ensure a high quality of service delivery.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	6	6.33	6.33	6.33	6.33
Total FTE Positions	6	6.33	6.33	6.33	6.33
Salaries	\$252,735	\$275,994	\$275,994	\$276,751	\$282,151
Employee Benefits	66,955	64,850	64,850	67,865	68,911
Contractual Services					
Maintenance and Repair	0	0	0	3,135	3,135
Printing and Binding Services	7,560	4,000	4,000	4,675	4,675
Advertising and Public Relations Services	8,475	11,000	11,000	2,250	6,250
Miscellaneous Contractual Services	27,577	34,550	34,550	5,000	5,000
Internal Services	1,382	0	0	0	0
Other Charges					
Miscellaneous Grant/Capital/Welfare	20,616	0	0	0	0
Supplies and Materials	14,663	7,704	7,704	7,444	7,444
Travel and Training	1,503	5,000	5,000	6,930	6,930
Telecommunications	4,782	4,296	4,296	3,390	3,390
Postage and Mailing	407	465	465	465	465
Dues & Memberships	1,425	770	770	770	770
Courtesies to Guests	2,607	3,296	3,464	3,458	3,458
Miscellaneous	6,373	5,000	5,000	6,000	6,000
TOTAL	\$417,060	\$416,925	\$417,093	\$388,133	\$398,579



Communications and Marketing Budget Description

The Proposed FY 2004 Communications & Marketing budget of \$388,133 represents a 6.91% decrease of \$28,792 as compared to the Adopted FY 2003 budget of \$416,925.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$1,000 decrease in Printing & Binding achieved through savings in production of employee newsletter.
- ◆ \$214 increase in Supplies & Materials for software upgrade.
- ◆ \$187 decrease in Telecommunications achieved through elimination of one cell phone and removal of one phone line.
- ◆ \$10 increase in Postage & mailing reflecting rising United States Postal Service rates.
- ◆ \$318 increase in Dues & Memberships for national and local Public Relations Society of America memberships.
- ◆ \$162 increase in Courtesies to Guests.
- ◆ \$1,000 increase in Miscellaneous Expenses reallocated for Council/City Manager initiatives.
- ◆ \$9,260 increase in Maintenance & Repair reflecting reallocation of funds from Miscellaneous Contractual Services.
- ◆ \$1,675 increase in Printing & Binding reflecting reallocation of funds from Miscellaneous Contractual Services. Funds are included for printing of brochures, envelopes, cards, forms, envelopes, etc.
- ◆ \$250 increase in Advertising & Public Relations for replacement of Customer Service promotional materials.
- ◆ \$3,095 increase in Supplies & Materials to adequately fund general office supplies and materials, performance measurement periodicals and publications, and audiovisual supplies.
- ◆ \$2,780 increase in Travel & Training for customer service workshops, conferences, training materials.
- ◆ \$156 increase in Telecommunications more accurately reflects projected expenses.
- ◆ \$2,000 for Citizen's Academy.

The department requested \$415,880.

Major items requested not proposed for funding include:

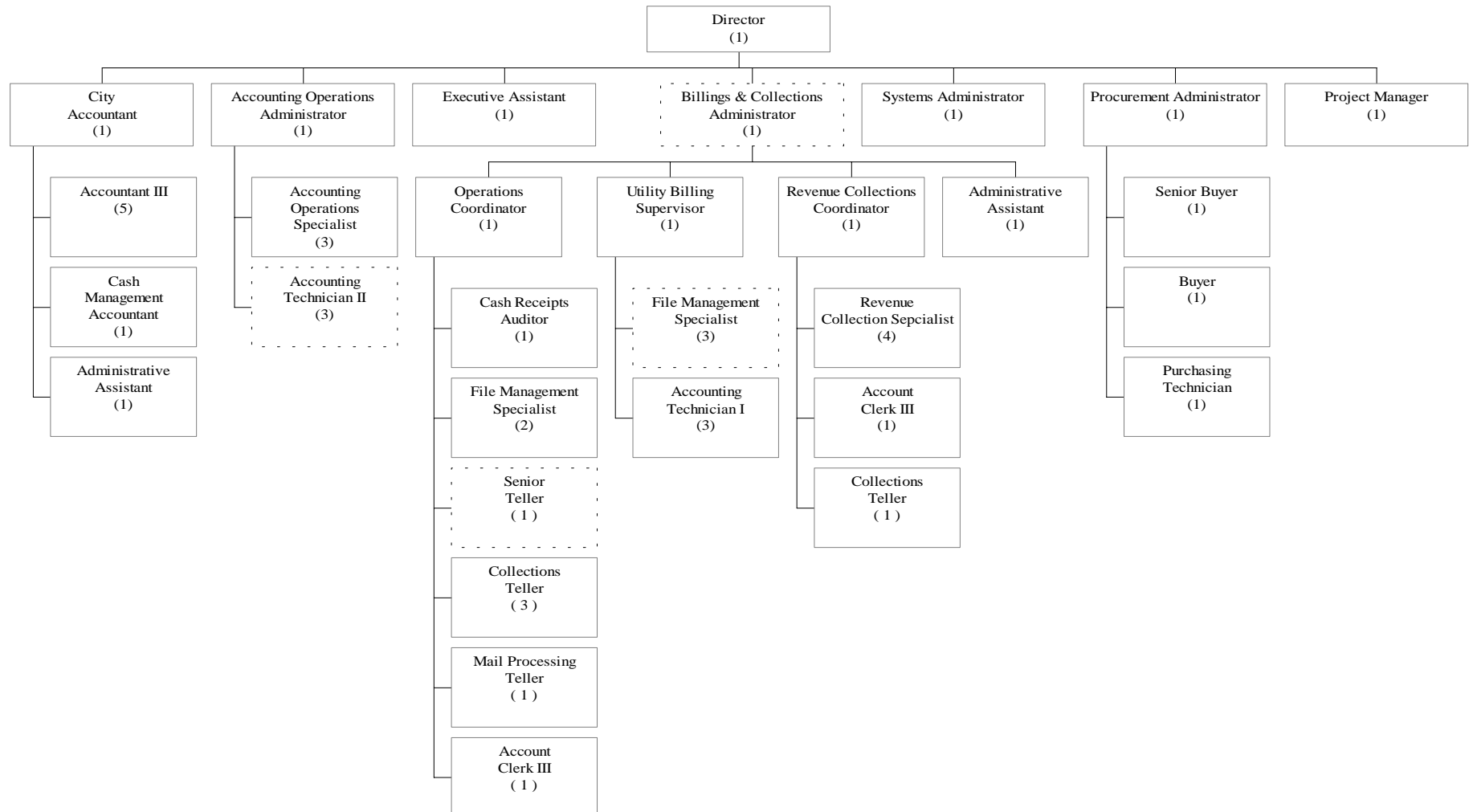
- ◆ \$329 reduction in Office Supplies based on prior spending.
- ◆ \$300 for a digital camera.
- ◆ \$318 reduction in Dues & Memberships based on prior spending.
- ◆ \$5,000 for web site redesign.
- ◆ \$2,850 reduction in Office Supplies based on prior spending.
- ◆ \$1,090 reduction in Books & Subscriptions based on prior spending pattern.
- ◆ \$850 reduction in Training based on prior spending pattern.
- ◆ \$875 reduction in Telecommunications based on prior spending pattern.
- ◆ \$2,040 reduction in Wage due to lack of justification for wage increase.
- ◆ \$6,125 for software pending Information Technology department research and evaluation.
- ◆ \$5,100 reduction reflecting reallocation of employee lunch to Non-Departmental.

The Proposed FY 2004 Communications & Marketing budget was adopted with the following changes:

- ◆ \$6,446 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.
- ◆ \$4,000 increase in Advertising for The Source newsletter.



Financial Services





Financial Services. Comprised of the Office of the Director, Accounting Division, Billings & Collections Division and the Procurement Division.

DEPARTMENT BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	45	46	46	49	49
Total FTE Positions	45	46	46	49	49
Salaries	\$1,510,799	\$1,625,219	\$1,631,930	\$1,625,589	\$1,679,487
Employee Benefits	463,723	470,013	470,697	512,919	522,077
Contractual Services					
Maintenance and Repair	16,888	31,883	35,658	13,277	13,277
Professional Services	10,103	85,700	40,500	40,500	40,500
Temporary Personnel	15,072	30,144	30,144	39,144	39,144
Printing and Binding Services	37	0	0	0	0
Advertising and Public Relations Services	705	1,857	1,857	1,657	1,657
Miscellaneous Contractual Services	18,547	7,314	76,031	63,526	63,526
Internal Services					
Copier Services	9,276	0	0	0	0
Fleet Service	(1,230)	0	0	0	0
Information Technology	119,122	0	0	0	0
Other Charges					
Supplies and Materials	89,147	115,728	108,052	117,255	117,255
Travel and Training	29,153	38,405	40,207	36,455	36,455
Telecommunications	5,884	6,520	6,520	6,486	6,486
Postage and Mailing	144,209	207,615	207,615	169,730	169,730
Inventory Expenses	0	0	0	0	0
Dues & Memberships	3,254	2,830	2,830	2,415	2,415
Courtesies to Guests	0	0	0	420	420
Miscellaneous	776	0	11,719	0	0
Rentals and Leases	935	24,929	24,929	19,327	19,327
Capital Outlay	49,813	0	31,887	0	0
TOTAL	\$2,486,213	\$2,648,157	\$2,720,576	\$2,648,700	\$2,711,756



Financial Services – Office of the Director. Responsible for the overall planning, leadership and guidance to the Department strategically and operationally. In addition, long-range financial planning, debt management, and coordination of the annual audit are major responsibilities of the Office of the Director.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	2	3	3	4	4
Total FTE Positions	2	3	3	4	4
Salaries	\$123,716	\$174,347	\$174,347	\$223,626	\$228,099
Employee Benefits	33,300	47,249	47,249	62,902	63,926
Contractual Services					
Maintenance and Repair	95	125	125	125	125
Professional Services	0	5,000	5,000	5,000	5,000
Printing and Binding Services	37	0	0	0	0
Internal Services					
Copier Services	429	0	0	0	0
Other Charges					
Supplies and Materials	691	695	695	500	500
Travel and Training	4,806	4,205	4,205	9,140	9,140
Telecommunications	5	100	100	100	100
Postage and Mailing	161	50	50	50	50
Dues & Memberships	541	845	845	800	800
TOTAL	\$163,781	\$232,616	\$232,616	\$302,243	\$307,740

Financial Services Budget Description

The Proposed FY 2004 Financial Services – Director budget of \$302,243 represents a 29.93% increase of \$69,627 as compared to the Adopted FY 2003 budget of \$232,616.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$49,288 increase in Salaries due to reallocation of System Administrator position to this Division from the Accounting Division.
- ◆ \$15,655 increase in Employee Benefits due to reallocation of System Administrator position to this Division from the Accounting Division.
- ◆ \$200 increase in Supplies & Materials to support System Administrator.
- ◆ \$7,090 increase in Travel & Training for System Administrator.
- ◆ \$155 for Dues & Memberships for System Administrator.

The department requested \$304,993.

Major items requested not proposed for funding include:

- ◆ \$395 reduction in Subscriptions based on historical spending pattern.
- ◆ \$2,155 reduction in Training.
- ◆ \$200 reduction in Dues & Memberships

The Proposed FY 2004 Financial Services – Director budget was adopted with the following changes:

- ◆ \$5,497 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Financial Services – Accounting Division. Administers the financial, payroll, accounts payable and fixed assets systems and processes for all funds, the largest of which is the General Fund. The Division also prepares financial analysis for City Council, Administration and Departments, as well as required reports for Federal/State/Local and other regulatory agencies, auditors, private sector financial entities and the citizenry. In addition, the Division accounts for Federal and/or State funded grants/projects; performs cash management/investment functions; administers the debt portfolio; and compiles all the information necessary to complete the annual independent audit.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	16	15	15	15	15
Total FTE Positions	16	15	15	15	15
Salaries	\$633,498	\$634,213	\$639,800	\$564,248	\$575,366
Employee Benefits	185,468	173,434	173,861	172,248	174,794
Contractual Services					
Maintenance and Repair	0	0	0	500	500
Professional Services	0	74,000	30,000	30,000	30,000
Temporary Personnel	1,426	0	0	0	0
Miscellaneous Contractual Services	15,258	0	68,219	56,000	56,000
Internal Services					
Copier Services	5,135	0	0	0	0
Other Charges					
Supplies and Materials	31,216	21,123	21,123	22,654	22,654
Travel and Training	14,572	20,000	20,000	17,000	17,000
Telecommunications	2,374	2,328	2,328	2,325	2,325
Postage and Mailing	6,524	7,500	7,500	7,568	7,568
Dues & Memberships	737	1,230	1,230	1,250	1,250
TOTAL	\$896,208	\$933,828	\$964,061	\$873,793	\$887,457



Financial Services – Accounting Division Budget Description

The Proposed FY 2004 Financial Services – Accounting Division budget of \$873,793 represents a 6.43% decrease of \$60,035 as compared to the Adopted FY 2003 budget of \$933,828.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$59,789 decrease in Salaries due to reallocation of Systems Administrator position to Financial Services – Director budget.
- ◆ \$6,540 decrease in Benefits due to reallocation of Systems Administrator.
- ◆ \$1,000 increase in Maintenance & Repairs for computers and printers.
- ◆ \$44,000 decrease in Professional Services reflecting realignment of Banking Services.
- ◆ \$68,000 increase in Contractual Services reflecting safekeeping fees, banking services and software vendor programming charges.
- ◆ \$1,791 increase in Supplies & Materials for forms.
- ◆ \$2,940 increase in Travel & Training.
- ◆ \$610 increase in Dues & Memberships.

The department requested \$897,905.

Major items requested not proposed for funding include:

- ◆ \$260 for letterhead.
- ◆ \$30,810 reduction achieved through replacing two Wage positions with 1 FTE.
- ◆ \$779 reduction in Employee Benefits achieved by replacing two Wage positions with 1 FTE.
- ◆ \$5,940 reduction in Training due to reallocation of Systems Administrator position.
- ◆ \$590 in Dues & Memberships based on prior year spending pattern.
- ◆ \$12,000 reduction in IT Contractual Services.

The Proposed FY 2004 Financial Services – Accounting Division budget was adopted with the following changes:

- ◆ \$13,664 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Financial Services – Billings & Collections Division. Primarily responsible for the billing and collection, both current and delinquent, of substantially all City revenues. This division provides for the billing and collection of real estate taxes, personal property taxes, business license taxes, water and sewer bills, parking tickets, delinquent ambulance bills, vehicle decals, trash tags and a variety of other revenues due the City.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	24	24	24	26	26
Total FTE Positions	24	24	24	26	26
Salaries	\$619,118	\$647,102	\$648,226	\$689,593	\$703,202
Employee Benefits	208,612	203,902	204,159	232,051	235,167
Contractual Services					
Maintenance and Repair	16,793	31,758	35,533	11,652	11,652
Professional Services	10,103	6,700	5,500	5,500	5,500
Temporary Personnel	13,646	30,144	30,144	39,144	39,144
Advertising and Public Relations Services	325	1,857	1,857	1,357	1,357
Miscellaneous Contractual Services	2,506	2,314	2,314	7,526	7,526
Internal Services					
Information Technology	119,122	0	0	0	0
Other Charges					
Supplies and Materials	52,757	83,510	72,991	83,600	83,600
Travel and Training	4,878	6,200	6,200	5,200	5,200
Telecommunications	2,028	2,342	2,342	2,261	2,261
Postage and Mailing	136,662	198,365	198,365	161,113	161,113
Dues & Memberships	1,856	335	335	365	365
Miscellaneous	707	0	11,719	0	0
Rentals and Leases	935	2,429	2,429	2,657	2,657
Capital Outlay	46,734	0	31,887	0	0
TOTAL	\$1,236,782	\$1,216,958	\$1,254,001	\$1,242,019	\$1,258,744



Financial Services Budget Description

The Proposed FY 2004 Financial Services – Billings and Collections Division budget of \$1,242,019 represents a 2.02% increase of \$25,061 as compared to the Adopted FY 2003 budget of \$1,216,958.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$30,000 decrease in Postage & Mailing achieved through bulk mail contract.
- ◆ \$1,620 decrease in Telecommunications charges achieved through elimination of Verizon costs.
- ◆ \$3,907 decrease in printing cost for Real Estate, Personal Property & Water Bills achieved through in-house printing.

The department requested \$1,180,114.

Major items requested not proposed for funding include:

- ◆ \$2,818 reduction in Overtime funds based on historical costs.

Additional changes introduced in the Proposed FY 2004 budget include:

- ◆ The addition of two Utility Billing positions for Solid Waste Program.

The Proposed FY 2004 Financial Services – Billings and Collections Division budget was adopted with the following changes:

- ◆ \$16,725 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Financial Services – Procurement Division. Provides a full range of service to internal and external customers in the acquisition of goods and services, including construction and professional services, recordation and disposition of City owned surplus property, provides mail services to City departments and maintains City Hall copiers.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	3	4	4	4	4
Total FTE Positions	3	4	4	4	4
Salaries	\$134,467	\$169,557	\$169,557	\$148,122	\$172,820
Employee Benefits	36,343	45,428	45,428	45,718	48,190
Contractual Services					
Maintenance and Repair	0	0	0	1,000	1,000
Advertising and Public Relations Services	380	0	0	300	300
Miscellaneous Contractual Services	783	5,000	5,498	0	0
Internal Services					
Fleet Service	(1,230)	0	0	0	0
Copier Services	3,712	0	0	0	0
Other Charges					
Supplies and Materials	4,483	10,400	13,243	10,500	10,500
Travel and Training	4,897	8,000	9,802	5,115	5,115
Telecommunications	1,477	1,750	1,750	1,800	1,800
Postage and Mailing	862	1,700	1,700	1,000	1,000
Dues & Memberships	120	420	420	420	420
Miscellaneous	69	0	0	0	0
Rentals and Leases	0	22,500	22,500	16,670	16,670
Capital Outlay	3,079	0	0	0	0
TOTAL	\$189,442	\$264,755	\$269,898	\$230,645	\$257,815



Financial Services – Procurement Division Budget Description

The Proposed FY 2004 Financial Services – Procurement Division budget of \$230,645 represents a 12.88% decrease of \$34,110 as compared to the Adopted FY 2003 budget of \$264,755.

No significant changes were introduced in the Requested FY 2004 budget. Line item amounts differ from FY 2003 due to new Chart of Accounts.

The department requested \$265,109.

Major items requested not proposed for funding include:

- ◆ 21,736 reduction in Wage funding.
- ◆ \$1,793 reduction in Employee Benefits due to elimination of Wage position.
- ◆ \$1,200 reduction in Advertising based on historical spending pattern.
- ◆ \$1,600 reduction in Minor Equipment based on historical spending pattern.
- ◆ \$250 reduction in Mileage Reimbursement.
- ◆ \$1,685 reduction in Training.
- ◆ \$1,800 reduction in Postage based on historical costs.

The Proposed FY 2004 Financial Services – Procurement Division budget was adopted with the following changes:

- ◆ \$3,641 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.
- ◆ \$23,529 increase in Salaries reflecting funding reinstated for one wage position.